



## MONO COUNTY DEPARTMENT OF PUBLIC WORKS

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Post Office Box 457 • 74 North School Street • Bridgeport, California 93517  
(760) 932-5440 • Fax (760) 932-5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov)

Evan Nikirk, PE  
Director

Kelly Garcia, PE  
Assistant Director

### MONO COUNTY COMMUNITY CENTER RESERVATIONS

#### Conference Room / Receptions / Kitchen Facilities

To: Renters of the Mono County Community Centers

Subject: CONTRACT AND ACKNOWLEDGMENT OF RESPONSIBILITIES

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Thank you for your interest in renting a Mono County Community Center. We are pleased to offer the facility for your organization or private party.

Please find attached the rental agreement and acknowledgment of responsibilities form. Please read them carefully, then complete and return the form to the above address along with applicable fees, deposits, and certificate of insurance. It is advisable to keep a copy for your records – at a minimum, you will need the closing checklist on the back page.

Please note the requirement for two checks: one is for the rental fee and the other is for refundable monies (key deposit and cleaning deposit). You should submit all forms and monies immediately, in case of multiple requests – the community centers are rented on a first-come-first-served basis.

You and/or your group will be responsible for the condition of the building at the conclusion of your event. Please pre-inspect the facility with the community center coordinator to ensure you are receiving it in a clean and orderly condition. At that time, please make note of any areas of concern.

The coordinator will inspect the facility on the first working day after the event to verify that it has been left in a clean and orderly condition. The key to the facility **MUST** be returned to the coordinator or the Department of Public Works within one day following the event.

If you have any questions or concerns, please contact either Susee Arellano or Amy Welch at (760) 932-5440.



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## MONO COUNTY COMMUNITY CENTER USE AGREEMENT AND ACKNOWLEDGMENT OF RESPONSIBILITIES

Date of Meeting / Function: \_\_\_\_\_

Time of Meeting / Function: \_\_\_\_\_

Name of Organization or Party: \_\_\_\_\_

Check one: ☐ Individual(s) ☐ For-Profit Organization ☐ Not-For-Profit Org. ☐ Public Agency

Responsible Individual(s): \_\_\_\_\_

Type of Function: \_\_\_\_\_

Please answer the following by marking the appropriate boxes below:

	YES	NO
Will the kitchen facilities be used? .....	<input type="checkbox"/>	<input type="checkbox"/>
Will alcoholic beverages be served? .....	<input type="checkbox"/>	<input type="checkbox"/>
If yes, will alcoholic beverages be sold? .....	<input type="checkbox"/>	<input type="checkbox"/>
If alcohol is to be served or sold:		
Have you obtained Personal Liability / Property Damage insurance? .....	<input type="checkbox"/>	<input type="checkbox"/>
Have you obtained permits necessary for selling alcoholic beverages? .....	<input type="checkbox"/>	<input type="checkbox"/>

As sponsors of the above function, I / WE understand and agree to the following conditions in conjunction with the requested use of a Mono County community center:

1. I / WE will be responsible for the conduct of all persons present and will ensure that the function will be conducted in an orderly manner.
2. In the event of "standing" reservations made for regularly-scheduled (repetitive) meetings, there may be instances when a County function must be held on a standing meeting date. In such a case, County business shall take precedence and the "standing" function will be pre-empted and all monies received will be refunded.
3. The community centers are an integral part of the County's emergency response system. In the event of an emergency, it may be necessary for a renter to relinquish their reservation. Should the County require use in such a circumstance and it becomes unavailable for the reserved purpose, all monies received will be refunded.

4. In the event the community center is left unclean, fees will be deducted from the security deposit on file with the Mono County Department of Public Works. *A minimum charge of \$50.00 will be assessed.* I / WE will leave the building in good order by performing the cleaning and closing tasks identified on the *Community Center Closing Checklist*, attached hereto and incorporated by reference herein.
5. **THE REPRODUCTION OR DISTRUBUTION OF KEYS IS PROHIBITED.**
6. I / WE will be personally and financially responsible for any damage over and above normal usage of the building and its contents (in addition to the forfeiture of the cleaning deposit).
7. No children under the age of 18 years will be present without ADULT SUPERVISION.
8. Live music or amplified sound shall comply with Mono County Noise Ordinance limits.
9. Automobiles will be parked in the community center parking areas.
10. There is **NO SMOKING** within 20 feet of any entrances, open windows, or ventilation systems.
11. Mono County prohibits entry on / in its property / buildings of any person who is carrying a firearm or other weapon, including licensed / concealed weapons, except authorized security personnel and law enforcement officials.
12. Mono County does not allow animals on site, with the exception of animals assisting the disabled.
13. Occupancy limits for the meeting rooms are posted and will be enforced. Emergency exits shall be kept clear at all times. Groups are encouraged to cooperate with the County's efforts to maintain security of the building and grounds and to provide for the safety of all persons visiting the community center.
14. If there is any unusual condition existing upon entering the building, I / WE shall report it to the Department of Public Works at (760) 932-5440. Otherwise, I / WE will be held responsible for community center conditions as the current user.

Fees, deposits, insurance certificate(s), and a completed application must be received immediately upon request to secure confirmation. TO HAVE YOUR FEE REFUNDED SHOULD YOU NEED TO CANCEL YOUR RESERVATION, IT IS MANDATORY THAT YOU CANCEL NO LESS THAN SEVEN DAYS PRIOR TO YOUR SCHEDULED EVENT.

I / WE HAVE READ THE ABOVE CONDITIONS AND AGREE TO SAME:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## COMMUNITY CENTER USE FEES, DEPOSITS, AND INSURANCE REQUIREMENTS

RENTERS	RENTAL FEE	KEY DEPOSIT	CLEANING DEPOSIT
Private Parties / Weddings / Out-of-County Non-Profit Organizations			
With kitchen: .....	\$100 .....	\$10 .....	\$100
Without kitchen: .....	\$75 .....	\$10 .....	\$100
Non-Profit Organizations .....	No Fee .....	\$10 .....	\$100
Funerals .....	No Fee .....	\$10 .....	None
For-Profit Groups .....	\$100 + 10% of gross profits	\$10 .....	\$100

Large gatherings may require a Special Events Permit issued by the Code Compliance Division of the Mono County Community Development Department. A Special Events permit application package and related information may be obtained by contacting Community Development Department at (760) 932-5432 or (760) 924-1800.

Please make two checks payable to "County of Mono." One check should be made out for the appropriate rental fee, if applicable, and one check should be made out for the cleaning and key deposits (refundable). Should you need to cancel your reservation, you must contact the Department of Public Works seven days prior to the event date or you will forfeit your rental fee (please see the attached contract / acknowledgement).

### ALCOHOLIC BEVERAGES:

Alcoholic beverages may be served (21 years and older) in the community center upon compliance with the following conditions and verification of insurance in the following amounts:

#### Private (No Sale):

1. Bodily Injury or Death Liability ..... \$100,000 each person  
\$300,000 each occurrence
2. Property Damage Liability ..... \$100,000
3. Insurance shall be maintained in effect during the entire period of the function.

#### Sale of Alcoholic Beverages:

1. Bodily Injury or Death Liability ..... \$100,000
2. Property Damage Liability ..... \$300,000 per occurrence
3. Permit from Alcoholic Beverage Control (Bakersfield, California).
4. Mono County Sheriff's Department Approval..... (760) 932-5279
5. Mono County Community Development Dept. Approval ..... (760) 932-5432

Certification(s) verifying your insurance coverage MUST be received by the Department of Public Works prior to your event.

## COMMUNITY CENTER CLOSING CHECKLIST

Prior to leaving the building, please be sure the following checklist has been completed for those tasks that are applicable to the community center where your function was held.

### **TASKS FOR ALL FUNCTIONS:**

- ☐ All decorations have been removed from the walls, ceiling, floor, etc.
- ☐ All trash has been removed from the floors and counters throughout the building.
- ☐ Trash has been removed from trash cans and taken to the dumpster provided outside.
- ☐ Chairs and tables have been stacked and put away in their proper storage locations.
- ☐ Thermostat has been turned down to 50°F (except in Crowley Lake).
- ☐ All toilets and urinals have been flushed, sinks wiped down, and trash removed from all restrooms.
- ☐ All lights have been turned off, EXCEPT for the front exterior lights (except in Crowley Lake).
- ☐ All windows and doors have been shut and locked.

### **ADDITIONAL TASKS FOR FUNCTIONS THAT INCLUDE FOOD & BEVERAGES:**

- ☐ Kitchen floors have been swept and mopped.
- ☐ Floors in foyer and meeting room have been swept with a dust broom. (**DO NOT MOP FLOORS**. If there is a spill on the floor, wipe with damp towel or sponge and dry immediately.)
- ☐ Chairs and tables have been cleaned off and wiped down prior to properly storing.
- ☐ All countertops have been cleaned off and wiped down.
- ☐ The kitchen sink has been emptied, cleaned, and wiped down.
- ☐ The dishwasher has been cycled and emptied.
- ☐ Dishes, cups, and utensils have been washed and properly stored (where applicable).
- ☐ The stove top has been cleaned off and wiped down. Propane gas has been turned off.
- ☐ The refrigerator has been cleaned and emptied.

***Please report any damage or problems to the  
Department of Public Works at (760) 932-5440.***